

DEPARTMENT OF ADMINISTRATION
PUBLIC RECORDS BOARD
PRB-001 (R 04/2010)
PAGE 1 OF 3

Records Retention / Disposition Authorization

- Instructions for completion are provided on pages 2-3.
- In accordance with s.16.61, Wis. Stats, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.
- Field #1 - Agency Records Officers generally assign sequential RDA numbers which are subject to PRB approval. If the agency does not assign an RDA number, leave this field blank and the PRB will assign the number.
- Agency Records Officer: Review & approve RDA; Assign RDA #, if applicable. Forward original only to the PRB. Maintain an agency copy during the Board's review process.

1. Retention/Disposition Authorization # (RDA)

Sequential Number 379	Suffix
2. Agency Number 437	3. Unit Number 300
4. RDA Status <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Sunset/Renewal <input type="checkbox"/> Closed/Superseded	

5. Agency Name

Department of Children and Families

Division Name

Division of Safety and Permanence

Subdivision Name

6. Record Series Title

Credit Reports

7. Record Series Life Cycle Dates

Year Created 2013	Year Discontinued	Year of Final Disposition
-----------------------------	-------------------	---------------------------

8. Medium for Records Storage – Check all appropriate categories

☒ Electronic/Digital ☐ Microform ☒ Paper
☐ Other (Specify)

9. Retention Time Period - Specify Actual Period

Yrs 5	Mo	Wks	Days	Permanent <input type="checkbox"/>
-----------------	----	-----	------	---------------------------------------

10. Event that Initiates the Start of the Retention Time Period

Creation <input checked="" type="checkbox"/> (CR)	Fiscal <input type="checkbox"/> (FIS)	Other (Specify) <input type="checkbox"/>
--	--	---

11. Disposition

☐ Destroy ☐ Transfer to State Archives (WHS) ☐ Transfer to Other Location (Specify)
☒ Destroy Confidential ☐ Transfer to UW Archives

12. Records Series Description

Purpose: Per Federal Foster Care Title IV-E requirements, 42 USC 675(5)(I), the Department of Children and Families (DCF) must check for identify theft and fraud for children 16, 17 and 18 who live in foster care by obtaining any credit reports for those youth. DCF is entering into a data-sharing agreement with the three credit reporting agencies, TransUnion, Equifax and Experian. The credit reporting agencies require that DCF retain the records for 5 years. Per federal mandate, Department of Children and Families will be requesting credit information for youth who are in out of home care and are age 16, 17 and 18.

These records consists of but not limited to: data-sharing agreements and credit reports.

**APPROVAL SUBJECT TO 10-YEAR
SUNSET. RESUBMITTAL REQUIRED
PRIOR TO February 2023**

13. Records Contain Personally Identifiable Information (PII)

☒ Yes ☐ No

14. Name of Agency Program Contact or Records Officer – Select appropriate title.

Christine Lenske ☒ Program Contact ☐ Records Officer
Telephone **608-267-7287** Email **christine.lenske@wi.gov**

15. Records Series is Confidential or Access is Limited ☒ Yes ☐ No (If yes, enter Statute/Code) s. 48.78

16. APPROVAL SIGNATURES

Agency Official

Date (mm/dd/ccyy) **1-02-13**

Agency Records Officer

Date (mm/dd/ccyy) **1-2-2013**

PUBLIC RECORDS BOARD APPROVAL - Contingent on restrictions to record destruction contained in s. 19.35(5), Wis. Stats., (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced.

State Archivist

Date (mm/dd/ccyy) **FEB 27 2013**

Executive Secretary – PRB

Date (mm/dd/ccyy) **3/1/13**